

Master Syllabus

MAN 2270 - Management Internship

Division: Business and Public Services

Department: Management

Credit Hour Total: 3.0

Other Prerequisite(s): Approval of Department

Date Revised: January 2017

Course Description:

Students earn credit toward degree requirements for work learning experience. Students already working may apply to use that experience to meet internship requirements. Students establish learning outcomes and prepare related reports and/or projects each term. Thirty hours per week in the workplace.

General Education Outcomes:

- ❑ Written Communication Competency
- ❑ Information Literacy Competency
- ❑ Oral Communication Competency
- ❑ Critical Thinking/Problem Solving Competency
- ❑ Values/Citizenship/Community Competency
- ❑ Computer Literacy Competency

Course Outcomes:

Work Learning Contract

Prepare the internship Work Learning Contract.

Assessment Method: Performance appraisals

Performance Criteria:

Achieve 70% or higher on the Work Learning Contract developed in accordance with workplace assignment Learning Contract Guideline.

Employer Performance Appraisals

Prepare and participate in Employer Performance Appraisals.

Assessment Method: Performance appraisals

Performance Criteria:

Achieve 70% or higher based upon employer-based grading rubric.

Internship Assessment

Prepare internship assessment report.

Assessment Method: Simulations

Performance Criteria:

Achieve 70% or higher based upon departmental grading rubrics.

Co-op Papers and/or Project

Prepare co-op new learning papers and/or project.

Assessment Method: Simulations

Performance Criteria:

Achieve 70% or higher based upon departmental grading rubrics.

Outline:

Work/Learning Contract

Learning Goals, Objectives, and Activities

Co-op Papers and/or Project

Employer Performance Appraisal